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## PATROL GUIDE

Section: Personnel Matters		Procedure No: 205-58	
<b>APPEAL OF EVALUATION - UNIFORMED MEMBERS OF THE SERVICE</b>			
DATE ISSUED: 06/13/08	DATE EFFECTIVE: 06/20/08	REVISION NUMBER: 08-02	PAGE: 1 of 2

- PURPOSE** To permit a uniformed member of the service in permanent rank to appeal his/her evaluation.
- SCOPE** This procedure does not apply to uniformed members of the service who are in the rank on probation (e.g., entry-level probationary police officers, probationary sergeants, etc.).
- PROCEDURE** When a uniformed member in permanent rank wants to appeal a performance evaluation:
- RATER** 1. Inform commanding officer.
- COMMANDING OFFICER** 2. Act as initial hearing officer.  
a. Schedule interview with members concerned (i.e., rater, reviewer and ratee named on performance evaluation form), within thirty (30) days of appeal notice.
- NOTE** *If the commanding officer is also the rater on the performance evaluation form, then his/her immediate supervisor will schedule the initial hearing/interview and serve as the hearing officer. If ratee performs below desirable standard, commanding officer must be reviewer.*
3. Attempt to resolve the appeal.
- RATEE** 4. Submit a report on ***Typed Letterhead***, if appeal is NOT RESOLVED at rater/receiver level, as follows:  
a. Uniformed members of the service below the rank of captain - personnel officer concerned.  
b. Captains and above - Chief of Personnel.
- PERSONNEL OFFICER/ CHIEF OF PERSONNEL** 5. Review the matter by interviewing appropriate parties and examining pertinent records.  
6. Report findings in triplicate, within thirty (30) days of receipt of ***Typed Letterhead*** and interview of parties, as follows:  
a. ORIGINAL - to reviewer named on evaluation form, who will inform rater and ratee of findings.  
b. DUPLICATE - to member appealing (i.e., ratee).  
c. TRIPLICATE - forward to Employee Management Division's Performance Analysis Section for inclusion in ratee's personal folder.

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**NOTE**

*A uniformed member of the service in permanent rank has the right to appeal the contents, recommendations or overall rating of his/her performance evaluation, ONLY if cause for appeal stems from:*

- a. Factual error*
- b. Rater's misinterpretation of instructions*
- c. Bias or prejudice on the part of the rater*
- d. Performance evaluation is completed and based upon OTHER THAN performance factors.*

*A uniformed member of the service has the right to review comments and recommendations made by a reviewer named on the performance evaluation form; however, such comments and recommendations are not causes for appeal by the ratee. Such a review by the ratee is for the ratee's informational purposes only.*

**RELATED  
PROCEDURES**

*Evaluations - General - Members of the Service (P.G. 205-48)*

**FORMS AND  
REPORTS**

*Typed Letterhead*